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Approved For Release 2000/05/08 : CIA-RDP78-05399A0001

11 APR 1974

*Please prepare
update and
see me.
Haw
4/15*

MEMORANDUM FOR: Chief, Personnel and Training Staff
Chief, Plans and Programs Staff
Chief, Procurement Management Staff
Chief, Security Staff
Chief, Logistics Services Division
Chief, Printing Services Division
✓ Chief, Procurement Division
Chief, Real Estate and Construction Division
Chief, Supply Division

SUBJECT : Vital Records Program

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REFERENCES : (a) LI 70-5, 5 July 1968
(b) [REDACTED] 14 December 1973

1. It is important that the Office of Logistics be able to perform its essential functions during the time of emergency. We must assure that out vital records are protected and available for immediate use in the event of warfare, fire, theft, sabotage, flood, or any other disaster.

2. You are requested to review and update the attached Vital Material Deposit Schedule and return it to this office by 1 May. In making your review, please bear in mind these records are of a current nature, that they must be kept current at all times, and are not in any way connected with completed records retired to the Records Center.

3. Vital records are to be limited to those records you consider to be absolutely essential for the continuance of our mission during emergency situations.

[REDACTED]
Executive Officer

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cc:
B&FB
R&SB

CLASSIFIED BY <u>255819</u>
EXEMPT FROM AUTOMATIC DECLASSIFICATION
SCHEDULE 1 (EXEMPT FROM DECLASSIFICATION)
§ 501 (2) (EXEMPT FROM DECLASSIFICATION)
APPROVED FOR RELEASE ON
<u>removal of attachment</u>
(date or event)

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010046-5

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